

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 3  
ARCADIA MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

**Mental Health Clinical Supervisor**

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Mental Health Clinical Supervisor in the Wellness program. The Arcadia Wellness Center is currently in a stand-alone site but will soon be re-integrated into the new building that is currently under construction. The Wellness Center is committed to recovery-focused interventions, and the supervisor of this program will oversee a multi-disciplinary staff that works in collaboration to foster each client's recovery and independence.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provide clinical and administrative supervision for Wellness Center paraprofessional and clinical staff on client care issues;
- Monitor supervisees' time management and direct services to Wellness Center clients;
- Facilitate Wellness Center staff meetings to discuss Wellness Center operations, client referrals and assignments;
- Assist with coordination and assignment of the clinic's client volunteers;
- Manage the Wellness Center site, including reporting any problems with the facility to the Program Head and appropriate staff in Administrative Support Bureau (ASB);
- Participate in the clinic's Quality Assurance efforts by reviewing client records for compliance with Medi-Cal documentation standards and attending the DMH Quality Improvement Committee meetings monthly;
- Participate in weekly Administrative Staff meetings;
- Provide direct clinical services to clients, as needed; and
- Maintain current LPS designation to write 5150 holds as appropriate.

**DESIREEABLE QUALITIES:**

- Experience supervising professional and para-professional staff;
- Strong leadership skills;
- Ability to be flexible with evolving work duties and challenging client situations;
- Strong interpersonal skills with the ability to work and communicate effectively with employees, clients, other community agencies and consumer partners; and
- Strong time management skills.

Interested individuals currently holding the title of Mental Health Clinical Supervisor are encouraged to submit their resume to the address below by November 3, 2014. Please your submit resume, Performance Evaluations and Master Timecard for the last 2 years.

**Fax or Email information to:**

Elizabeth Gross, Ph.D.

[egross@dmh.lacounty.gov](mailto:egross@dmh.lacounty.gov)

Phone number: (626) 821-5858 \*\*\* Fax number: (626) 821-0858